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25 April 1956

MEMORANDUM FOR: Assistant Director of Logistics

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Special Support Assistant (Log.)
Chief, Supply Division
Chief, Procurement Division
Chief, Transportation Division
Chief, Printing Services Division
Acting Chief, Real Estate & Construction Division
Chief, Planning Staff
Chief, Security Staff

SUBJECT: Coordination of Proposed Regulatory Issuances

REFERENCE: Logistics Instruction No. 5-100-3

1. In the future all proposed regulatory issuances will be coordinated so as to develop a single DD/S area position for concurrence by the Deputy Director (Support) before forwarding to DD/P and DD/I through the Regulations Control Staff.

2. The procedures to be followed are:

a. Preparation of the initial draft and internal working level collaboration will be in accordance with LI 5-100-3, paragraph 6.a. and b.

b. External working level collaboration will be accomplished in accordance with LI 5-100-3, paragraph 6.c.

(1) Prior to effecting working level collaboration with other Agency components, concurrence will be obtained from the Office of the General Counsel.

(2) After receiving General Counsel concurrence, working level collaboration will be effected with those Agency elements concerned.

c. Formal DD/S coordination will be effected by obtaining the signature, on a separate concurrence sheet, of an officially designated officer in each of the interested DD/S components.

d. When formal coordination is completed, a smooth draft, per LI 5-100-3, paragraph 6.e.(1), will be prepared for concurrence of the DD/S.

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e. A letter of transmittal will be addressed to Chief, Regulations Control Staff, through the DD/S, and will have attached concurrence sheets of DD/S components.

f. Regulations Control Staff will effect formal coordination with DD/P and DD/I.

3. All correspondence concerning regulations will be routed through the Administrative Staff.

4. Logistics Instruction 5-100-3 will be revised upon publication of the DD/S issuance covering the same subject.

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Chief, Administrative Staff, OL

cc: Regulations Control Staff

✓ SA/DD/S (2 copies)

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2 - Each addressee

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OL/AS (25 Apr 56)

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